SALMON RECOVERY FUNDING BOARD

Fifth Round 2004 Salmon Application Instructions

18b

February 2004

FOR USE IN THE FIFTH ROUND 2004 GRANT CYCLE ONLY

Salmon Recovery Funding Board Members

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Designee: Tom Laurie

Jeff Koenings, Director, Dept. of Fish & Wildlife
Designee: Tim Smith

Doug Sutherland, Commissioner, Dept. of Natural Resources
Designee: Craig Partridge

Doug MacDonald, Secretary, Dept. of Transportation
Designee: none

IAC Director

Laura E. Johnson

Salmon Recovery Funding Board Mission Statement:

The Board will support salmon recovery by funding habitat protection and restoration projects, and related programs and activities that produce sustainable and measurable benefits for the fish and their habitat.

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Fifth Round 2004

Introduction

The Salmon Recovery Funding Board (SRFB) is seeking grant applications for its Fifth Round 2004 Application Cycle. Applications are made through the local lead entity using these forms. This booklet contains the instructions needed to complete a grant application. Applications must be submitted to the SRFB through Lead Entities and received electronically through the computer system, PRoject Information SysteM (PRISM). This automated tool provides the ability, through the Internet, to submit all of your application materials. See Appendix L for more details.

Contacting SRFB

Natural Resources Building	Voice	(360)	902-2636
1111 Washington Street	FAX	(360)	902-3026
P.O. Box 40917	TDD	(360)	902-1996
Olympia, WA 98504-0917	E-mail	Salmon@iac.wa.gov	
Web Page	http://www.iac.wa.gov/srfb/default.asp		

The SRFB staff available to assist you with application questions are:

Rollie Geppert	RollieG@iac.wa.gov	(360) 902-2587
Brian Abbott	BrianA@iac.wa.gov	(360) 902-2638
Marc Duboiski	MarcD@iac.wa.gov	(360) 902-3137
Tara Galuska	TaraG@iac.wa.gov	(360) 902-2953
Barb McIntosh	BarbaraM@iac.wa.gov	(360) 902-3001
Mike Ramsey	MichaelR@iac.wa.gov	(360) 902-2969

Contacting Lead Entity

Refer to Appendix I to identify your lead entity and the SRFB Grant Manager assigned to your area. All applications must be submitted through your lead entity in order to be considered by the SRFB.

You need to contact your lead entity to obtain timelines and other additional requirements.

SRFB Policy Manual #18

Lead entities and applicants should refer to SRFB Policy Manual #18 for policies governing this program. This policy manual covers the type of projects that are eligible and ineligible, phased projects, and other information needed for applying in this grant cycle.

Eligible Applicants

Eligible applicants, through a lead entity, are city/towns, counties, state agencies[1], private landowners, conservation districts, Native American tribes, Regional Fisheries Enhancement Group (RFEG) and other non-profit organizations, and special purpose districts.

Private landowners are eligible for restoration projects only if the project occurs on their land and appropriate assurances are provided to protect the state's investments for the long term.

Eligible Project Types

Eligible project types include:

- ACQUISITION (purchase of land or rights)
- RESTORATION (on-the-ground work habitat restoration)
- NON-CAPITAL (assessments and studies)
- COMBINATION (acquisition and restoration)
- PLANNING/ACQUISITION (assessments and acquisition)

Project Elements

The SRFB has approved funding for a variety of restoration salmon recovery project elements (see Appendix A for definitions). To help applicants complete their application on-line, paper applications have been developed. These forms try as much as possible to mirror the input screens. The following application forms have been developed:

- 18c - Acquisition
- 18d – In-stream Diversion, In-stream Passage, and Barrier Inventory or Design for Fish Passage or Screening
- 18e – In-stream Habitat
- 18f - Riparian Habitat
- 18g - Upland Habitat
- 18h - Estuarine/Nearshore Marine
- 18i - Non-capital (planning and assessments)

If your application includes multiple elements, use the application for the primary activity. If your project is a combination (acquisition and restoration) project, select the appropriate restoration form. Be sure and use the appropriate application forms for your project.

SRFB Application Due Date

Lead entities must submit through PRISM all application materials on or before 5 p.m. July 16, 2004. Project lists or application materials that are submitted after the due date will be rejected.

[1] For a state agency project to be eligible in the Fifth Round 2004 grant cycle:

- The agency must have a local partner that would be eligible on its own to receive a SRFB grant, and
- The local partner must be involved in the planning and implementation of the project; and
- The local partner must provide either in-kind or cash contributions to the project.
- The local partner must provide a letter outlining its role in the project.
- The project must go through the lead entity process and be evaluated the same way as any other locally-sponsored project.

Lead Entity Project Timeline	All applicants must submit their applications through their lead entity. Applicants should contact their lead entity for lead entity application due dates, schedules, and required materials. **Tentative 2004 key dates** are as follows: — **Feb 27. SRFB Policy Manual & Application Forms Available.** SRFB application materials, requirements, and schedule available. — **Feb-April. Review Panel.** The SRFB Review Panel will meet with lead entities to provide early feed back on their strategies. — **March-April. Application Workshops.** Staff will hold application workshops around the state coordinated with lead entities and assist potential applicants with completing the forms. — **March-June. Technical Advisors.** The SRFB Technical Advisors will be available to meet with lead entities and project applicants, make project site visits, and note projects of concern. — **July 16. Lead Entity Project List & Applications Due.** The lead entity forwards to the SRFB a strategy and its summary, a prioritized project list, the ranking criteria, and submit applications to be considered for funding via PRISM. — **July 19-Aug 20. Staff Reviews Applications.** SRFB staff reviews applications for completeness and eligibility. SRFB Grant Managers may contact lead entities and applicants as they review project application information. Fish passage and nearshore technical advisors will review passage and nearshore projects. — **Aug 23-Sept 17. Technical Advisors Review.** Technical Advisors perform a paper review of the applications, obtaining clarifying information from lead entities and applicants. — **Aug 24-Sept 17. Review Panel Evaluation.** Review Panel reviews strategies and project lists and prepares preliminary evaluations using the evaluation criteria for "Specificity and Focus of Strategy" and the "Fit of the Project List to the Strategy." — **Sept 6-17. Lead Entities Response Period.** Lead entities have the opportunity to respond to Technical Advisor's comments. — **Sept 20–Oct 8. Lead Entity Presentations.** Lead entities provide a formal presentation on the strategy and project list to the Review Panel. — **Oct 11–Oct 18. Review Panel Draft Report.** Review Panel develops preliminary conclusions and recommendations and sends a draft report to the lead entities. — **Oct 19-29. Lead Entities Review Draft Report.** Lead entity reviews and provides comments to the Review Panel on the draft report. — **Nov 1-5. Lead Entities Meet With Review Panel.** Lead entities have the opportunity to meet with the Review Panel regarding the draft report. — **Nov 8-12. Review Panel Finalizes Report.** Review Panel finalizes its conclusions and recommendations. — **Nov 15-29. Public Comment Period.** Public may review and comment on draft funding recommendations. — **Dec 2-3. SRFB Allocates Funding.** SRFB adopts project lists and allocates funding in an open public meeting. — **Dec-Jan 2005. Conduct Successful Applicant Workshops and Issue Project Agreements.**

Project Application Materials

The following application materials must be submitted in order for a project to be considered for funding by the SRFB:

☑ ***Application Authorization Form.*** Applicants must complete an application authorization form for all the projects submitted. This form requires a sponsor signature and may be printed from PRISM. Once printed it can be mailed in or scanned and attached in PRISM.

☑ ***Application Forms.*** Complete the required information in PRISM. To obtain access to PRISM, contact SRFB staff, complete Appendix L or access our web page (http://www.iac.wa.gov/oiac/prism.htm). All materials may be attached in PRISM and submitted on-line; however, paper materials such as the authorization form, maps, and evaluation question responses may be submitted on paper.

We ask for your patience and cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also respect the public's need to know "where the money goes."

☑ ***Evaluation Proposal Response.*** Attach as a document in PRISM or submit written responses to the SRFB evaluation proposal.

☑ ***Maps.*** SRFB requires project location maps for its Geographic Information System and for evaluation by its technical advisors, site visit, and reporting purposes. It is important the maps be clear, easy to read, and identify the exact project location or area.

☑ ***General vicinity map.*** Submit a map showing the general location of the project. The map should display sufficient detail for easy identification of nearby cities, state highways, major roads, major features such as national forests or parks, and water features such as large rivers, lakes and marine waters.

☑ ***Work site map.*** Submit a map(s) showing the project work site location(s). A work site is defined as the specific geographic location where you will be doing work (e.g., study area, land acquisition, restoration, barrier removal, etc). A project may have one or more work sites. Work sites are independent of each other if they are greater than 100 feet apart. The work site map(s) should show more detail at a closer scale than the vicinity map. The work site map(s) should depict each work site in relation to rivers, streams, lakes, marine waters, highways, local roads/streets, and other local landmarks. Please ensure that the map is labeled with the names of these features and the boundaries of the work site(s).

Note: Use 1:24,000 scale, 7.5 minute series USGS quadrangle maps when possible and indicate the map name.

☑ ***Project Photos*** – Submit up to two pages of photos.

- **Digital format (preferred method):** Attach photos in PRISM or submit a disk using the file format *jpeg, resolution min. 500 X 800, max. 800 x 1200. Photo quality should be good enough to make a 4x6 inch print that equals or exceeds conventional photography quality in sharpness and color balance. If submitting photos on disk, the file name must contain the SRFB project name used on the application. The project name should appear in the lower right hand corner when projected.
- **Print format**: Conventional color or black and white print(s) not to exceed 8 x 10 inches. Place the SRFB project name in the lower right hand corner of the print.

☑ ***Long-Term Stewardship Plan****.* For acquisition projects, applicants must attach in PRISM or submit a copy of their long-term stewardship plan for the facility or land. The plan should be related to the project's objectives.

☑ ***Project Partnership Contribution Form.*** Applicants that are partnering with another organization on this project must submit at least one letter containing the information found in Appendix F.

☑ ***Landowner Willingness Form.*** If the applicant is not the landowner where the project is occurring, complete the Landowner Willingness Form in Appendix G. If this project has multiple sites and this is not feasible, contact your grant manager for assistance.

☑ ***Other Materials*** *(optional).* Applicants may attach in PRISM or submit up to two (2) additional documents (prefer digital format) depicting important project information. These materials may include photos; site plans; sketches; parcel maps; design drawings; renderings; other maps, charts and graphs; or other graphics. *All materials must be* 8-1/2" x 11" and reproducible via a black and white photocopy.

Applicability

Not all forms and check boxes in the application forms are applicable to every grant proposal. Complete only those forms and sections required for your project. It is possible that you will have only one or two items on any particular form.

Submittal Information

Applicants must submit all application materials to the lead entity in the format required by the lead entity. The lead entity will forward to the SRFB a prioritized project list and any application materials not attached in PRISM for each project to be considered for funding.

Matching and

Project sponsors must match at least 15% of the grant (calculate 15%

Donated Resources

of the total amount needed for the project). Lead entities may establish higher requirements in their area. Matching resources can include cash, bonds, local and other state or federal grants (unless prohibited by funding source), donated labor, equipment, or materials and force account. All matching resources must be an integral and necessary part of the approved project, must be eligible SRFB elements and items for the project, and committed to the project. Applicants may not use other SRFB program dollars as match with this project. SRFB's policies regarding valuation of donations are in Appendix C.

Organizations are encouraged to coordinate salmon recovery efforts with other programs, projects, and fund sources. Mitigation activities, although not eligible for funding (or as match), are also encouraged to be coordinated with salmon recovery projects. For example, mitigation requiring purchase of off-site habitat should be coordinated with an adjacent habitat acquisition or restoration project. Coordinating efforts and leveraging other sources of funding will help increase benefits to salmon and their habitat as well as making the state's dollar go further.

Post Application Materials

After SRFB's approval of funding, applicants may be required to submit additional materials, which may include, but are not limited to, preliminary title report for acquisition projects, landowner agreement for restoration projects (see Appendix H - Landowner Agreement requirements), and proof of the match.

Reimburse-ments

The SRFB grant program is operated on a reimbursement basis. The sponsor must expend funds and provide documentation for expenditures prior to receiving compensation.

The SRFB recognizes that some project sponsors may need cash advances in order to implement the project. Therefore, there is a provision for advance payments in limited cases. Contact your SRFB grant manager for additional information.

Monitoring

Submission of a monitoring plan is no longer mandatory by project applicants. THE SRFB IS NO LONGER FUNDING EFFECTIVENESS MONITORING AS PART OF PROJECT COSTS. Implementation monitoring costs (ensuring the project was implemented correctly) should be included in the applicants A&E costs. Effectiveness monitoring is defined as determining if the project was successful or not.

The SRFB will select projects for effectiveness monitoring and have an independent party who will apply specific monitoring protocols. If funded by the SRFB, you will be contacted by your SRFB Grant Manager and the party performing the actual monitoring if your project has been chosen for SRFB monitoring.

Conservation Commission

The Conservation Commission is available to assist with Limiting Factors

Assistance

Analysis Information (See Appendix B for Habitat Factors Definitions). Information about the Conservation Commission can be found on their Web page at: http://www.scc.wa.gov/.

WDFW Assistance

WDFW has created a Watershed Stewardship Team (WST) to help lead entities use available science and efficiently utilize the resources and expertise within WDFW. WST members are to provide leadership, coordination, and technical assistance to facilitate the development, effectiveness, and success of local community salmon recovery efforts (see Appendix J for additional information).

In the WDFW Habitat Program, staff has developed manuals and forms to assist lead entities and applicants in preparing applications and developing successful fish passage, screening, and inventory projects (see Appendix D for additional information). This information will also assist applicants in preparing the necessary information required to obtain a Hydraulic Project Approval (HPA).

In 2002, WDFW released a document titled, *Integrated Streambank Protection Guidelines*. These guidelines were developed by a consortium of public agencies to assist property owners, planners, designers and regulators protect and restore marine, freshwater and riparian fish and wildlife habitats. The document provides "how-to" guidance that, while scientific in approach, can be understood and used by a wide range of people involved in salmon recovery. Technical assistance materials produced under the Aquatic Habitat Guidelines (AHG) program include documents in printed, compact-disc and web-page formats, as well as training and outreach workshops. You can obtain additional copies of this and other guidance materials, downloadable versions of white papers, drafts of guidelines in development and other information about the AHG on-line by visiting http://www.wdfw.wa.gov/hab/ahg/, or by filling out and mailing or faxing the registration form in Appendix A of the Integrated Streambank Protection Guidelines.

DOE Assistance

To meet the legislature's 1998 Watershed Planning Act, the Department of Ecology provided funding to support the creation of local Watershed Planning Units. These units were created to develop local watershed plans for managing water resources for in-stream and out of stream use. The plans are developed locally by individuals who have the greatest knowledge of the resources and the aspirations of those who live and work in the watershed and who have the greatest stake in the proper, long-term management. Contacts and telephone numbers of Ecology's Watershed Leads that work with these planning units are listed in Appendix K.

The Department of Ecology has a Permit Assistance Center (1-800-917-0043 or the Web page at: http://www.ecy.wa.gov/).

CTED

In November 2003 the WA Department of Community, Trade and

Assistance

Economic Development (CTED) released a document titled, *Critical Areas Assistance Handbook: Protecting Critical Areas Within the Framework of the Washington Growth Management Act.* The purpose of this guidebook is to help Washington communities design locally appropriate programs for designating and protecting 'critical areas' which include: wetlands, areas with a critical recharging effect on aquifers used for potable water, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. Additional information can be obtained from CTED's Growth Management Services web site: www.cted.wa.gov/growth.

Assessment Guidelines

Assessment projects are required to describe how the assessment addresses the stages and elements in *Guidance for Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, May, 2001). See Appendix E for more information on this document.

Appendix A: Project Element Definitions

ACQUISITION includes the purchase of land, access, or other property rights in fee title or less than fee, for example conservation easements. Rights or claims may be acquired, provided the value can be established or appraised. All acquisition are from willing sellers and all less than fee acquisitions are perpetual.

IN-STREAM DIVERSIONS includes those items that affect or provide for the withdrawal and return of surface water to include the screening of fish from the actual water diversion (dam, headgate), the water conveyance system (both gravity and pressurized pump), and the by-pass of fish back to the stream.

Diversion dam - A human-made structure or installation to divert water from a stream, river or other surface water body for a specific purpose such as municipal, industrial, agricultural, hydroelectric generation, etc. A diversion dam project may include replacement or modification of a diversion dam to improve fish passage.

Fish by-pass - Gravity fish screens (see definition below) that are installed downstream of the diversion headgate usually require a "fish by-pass system" to collect fish from in front of the screen and safely transport them back to the stream. The fish by-pass consists of an entrance/flow control section and a fish conveyance channel or pipeline. A portion of the diverted flow used to transport fish from in front of the fish screen back to the stream through the fish by-pass system. Fish by-pass flow requires positive hydraulic head differential between the water surface at the screen and the water surface at the by-pass outfall to the stream.

Fish screen (gravity) and fish screen (pump) - A fish protection device installed at or near a surface water diversion headgate to prevent entrainment, injury or death of targeted aquatic species. Fish screens physically preclude fish from entering the diversion and do not rely on avoidance behavior like electrical or sonic fish barrier technology. Fish screens are categorized by: 1) diversion type (gravity vs. pump), and 2) debris cleaning function ("active" or automatic vs. "passive" or manual cleaning).

Headgate - A structure that uses gates to control the flow of water from a surface water source (such as a stream or lake) into a water conveyance facility (such as a canal, ditch or pipeline) that uses gravity to move water through for irrigation or other purposes.

Log control (weir) – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Pipes & ditches – Metal pipes and man-made ditches constructed for the purpose of conveying water to or from a stream or well.

Rock control (weir) - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Signage – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

Site maintenance – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

Work site restoration – Work related to returning a work site to its original state after project construction work is completed. May include contouring the landscape to a proper angle of repose, re-connecting utilities, revegetation, fencing, etc.

IN-STREAM PASSAGE includes those items that affect or provide fish migration up and downstream to include road crossings (bridges and culverts), barriers (dams, log jams), fishways (ladders, chutes, pools), and log and rock weirs.

Bridge – A water-crossing (over-water structure) that retains or restores natural channel conditions; maintains ecological connectivity; avoids geologically unstable areas; considers cumulative culvert impact for direct loss of habitat; and minimizes streambank vegetation disturbance.

Carcass placement – In-stream placement of fish carcasses to enhance nutrient levels (such as nitrogen) in the stream ecosystem, including the water column, sediments, vegetation, and biota.

Culvert improvements – The removal and/or installation of either a new or replacement of a stream conduit structure to enable fish passage and stream function (e.g.: water flow) under a stream crossing such as a road or a bridge.

Dam removal – Work to remove any human-made structure that results in an abrupt change in surface water elevation (e.g.: a concrete water diversion structure, or a failed log control system along a stream). Dams are removed because they may impede fish and sediment passage.

Debris removal – Work to remove any non-living unwanted material at a restoration or acquisition site (e.g.: human-made materials such as derelict vehicles and garbage, or natural materials such as landslide materials including soil and gravel).

Diversion dam - A human-made structure or installation to divert water from a stream, river or other surface water body for a specific purpose such as municipal, industrial, agricultural, hydroelectric generation, etc. A diversion dam project may include replacement or modification of a diversion dam to improve fish passage.

Fishway – A structure or system that is designed to facilitate fish passage. Components of a fishway may include: fish attraction features, a barrier dam, entrances, auxiliary water systems, collection and transportation channels, a fish ladder, an exit, and operating and maintenance standards. Fishways can be formal concrete structures, pools blasted in the rock of a waterfall, or log controls in the bed of a channel. Fishways can be divided into six

classifications based on their hydraulic design and function: pool and weir; vertical slot; roughened channels; hybrid fishways; mechanical fishways; and culverts.

Log control (weir) – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Mobilization – Getting necessary equipment or supplies (earth-moving equipment, for example) moved to the project work site in order to begin construction/restoration work. Does not include procurement of supplies or equipment to be used during construction/restoration.

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Rock control (weir) - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Roughened channel – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures in order to reduce water velocity and facilitate fish passage.

Signage – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

Site maintenance – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

Traffic control – Any work related to managing vehicular travel in and around the work site during or after the project construction period (includes traffic signals). For example, traffic may need to be temporarily re-routed to avoid a construction area, or permanently re-routed.

Utility crossing - Connecting, reconnecting, or moving electrical, phone, cable, natural gas, water or sewer lines.

Water management – Example is routing water around a project while under construction or off-site watering.

Work site restoration – Work related to returning a work site to its original state after project construction work is completed. May include contouring the landscape to a proper angle of repose, re-connecting utilities, revegetation, fencing, etc.

IN-STREAM HABITAT includes those freshwater items that affect or enhance fish habitat below the ordinary high water mark of the water body. Items include work conducted on or next to the channel, bed, bank, and floodplain by adding or removing rocks, gravel, or woody debris. Other items necessary to complete the project may include livestock fencing, water conveyance, and plant removal and control.

Bank stabilization – Work related to stabilize a streambank through planting vegetation (bioengineering), soil reinforcement, and/or minimal artificial streambank protection (such as a toe rock at the base of a slope) in order to minimize erosion and sedimentation. Bank

stabilization projects should most closely mimic naturally stabilized banks within the vicinity of the project location.

Carcass placement – In-stream placement of fish carcasses to enhance nutrient levels (such as nitrogen) in the stream ecosystem, including the water column, sediments, vegetation, and biota.

Channel connectivity – Any work that results in connecting a new or reconnecting an existing stream channel to a larger stream system to improve fish habitat (i.e.: improves fish passage, improves water flows, provides additional spawning or rearing habitat, etc.).

Channel reconfiguration – Any work to either create a new stream channel or redesign an existing stream channel to improve fish habitat (i.e.: results in improved stream function, stream sinuosity, modified stream flows, etc.)

Complex log jams (also known as Engineered Log Jams, or ELJ's) – Permanent in-stream flow control structures based on the architecture of naturally occurring stable log jams in large river systems, designed to mimic natural log jams and remain fixed in the channel. They contain key pieces of wood large enough to alter the course of the river channel and capture additional wood, may provide bank protection, and provide fisheries habitat value by enhancing habitat complexity.

Deflectors/barbs/vanes – An in-stream structure used to influence or redirect the flow, pattern, or hydraulics of a stream in order to reduce or increase the erosive forces acting on a stream bank or streambed. Generally involves placing material (such as boulders, rocks, gabions, logs, etc.) in a stream channel at specific locations to gain a specific effect.

Dike removal/setback – Work related to removing or moving away from the stream or marine shoreline a water-retaining structure that was originally built to control/divert stream flows and protect farmland or other property from flooding. Removal or setback is intended to promote natural stream or estuary flow (e.g.: tidal action) and restore natural ecological functions.

Livestock fencing/crossing – Work related to installing fencing material upland to control livestock access to a surface water supply, stream bank, or the waterbody itself. Also called "exclusion fencing."

Log control (weir) – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Off-channel habitat – Any work related to designing, building, and installing fish habitat separate from, but connected to, the main stream channel for the purposes of improving or creating new habitat for fish to rear and spawn (including resting, feeding, etc.).

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Plant removal/control – Work related to removing or controlling through manual, mechanical, or chemical means any unnecessary, non-native, and/or invasive vegetation on the site for the purposes of restoring the site for beneficial fish and wildlife habitat.

Riparian plant installation – Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

Riparian plant materials – The procurement of native vegetation used during Reveg-plant installation.

Rock control (weir) - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Roughened channel – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures in order to reduce water velocity and facilitate fish passage.

Signage – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

Site maintenance – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

Spawning gravel placement – Any work related to introducing properly-sized fish spawning substrate (i.e.: gravel) to the channel. Includes streambed control structures to keep the gravel in place.

Wetland restoration – Work related to enhancing or restoring an existing marine or freshwater wetland feature in order to improve fish use.

Woody debris placement – Any work related to design or engineering, procurement, and/or installation of wood structures in a stream channel or riparian area for the purposes of providing improved fish habitat and stream channel complexity.

RIPARIAN HABITAT includes those freshwater, marine near-shore, and estuarine items that affect or will improve the riparian habitat outside of the ordinary high water mark or in wetlands. Items may include plant establishment/removal/management, livestock fencing, stream crossing, and water supply.

Livestock fencing – Work related to installing fencing material upland to prevent livestock from having access to a surface water buffer, surface water bank, or the waterbody itself. Also called “exclusion fencing.”

Livestock stream crossing – Work related to building and installing a “fish friendly” (non-barrier) stream crossing structure (such as a bridge) for livestock to use that is intended to eliminate livestock access to and resulting damage of a stream. The crossing should be designed so that it does not hinder fish passage in the stream.

Livestock water supply – Work related to building and installing an upland watering area for livestock to use to direct them away from using streams for their water supply.

Log control (weir) – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Plant removal/control – Work related to removing or controlling through manual, mechanical, or chemical means any unnecessary, non-native, and/or invasive vegetation on the site for the purposes of restoring the site for beneficial fish and wildlife habitat.

Riparian plant installation - Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

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Wetland restoration – Work related to enhancing or restoring an existing marine or freshwater wetland feature in order to improve fish use.

Woody debris placement – Any work related to design or engineering, procurement, and/or installation of wood structures in a stream channel or riparian area for the purposes of providing improved fish habitat and stream channel complexity.

UPLAND HABITAT includes those items or land use activities that affect water quality and quantity important to fish, but occur above the riparian or estuarine area. Items include the timing and delivery of water to the stream; sediment and water temperature control; plant removal, control, and management; and livestock fencing and water supply.

Alternate water source – Providing an upland water source for irrigation or livestock in order to prevent livestock from entering rivers and streams to drink water.

Erosion control (road) – Work related to minimizing or eliminating erosion impacts to a waterbody caused by upland roads. May include road removal or road resurfacing (e.g.: from pavement to gravel). Also see Road abandonment/decommissioning below.

Erosion control (slope) – Work related to minimizing or eliminating erosion impacts to a waterbody caused by upland slope failure (e.g.: landslides).

Impervious surface removal – Work related to removing any human-made structure from the ground that inhibits or prevents water from being absorbed into the soil (e.g.: asphalt parking lot, old building foundation, or road).

Livestock fencing – Work related to installing fencing material upland to prevent livestock from having access to a surface water buffer, surface water bank, or the waterbody itself. Also called “exclusion fencing.”

Low/no till – An agricultural cultivation technique in which the soil is minimally disturbed (not tilled). Farmers instead apply detritus from previous crops on seedbeds to protect the seeds. The primary benefit of this practice is decreased soil erosion into streams.

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Pipes & ditches – metal pipes and man-made ditches constructed for the purpose of conveying water to or from a stream or well.

Plant removal/control – Work related to removing or controlling through manual, mechanical, or chemical means any unnecessary, non-native, and/or invasive vegetation on the site for the purposes of restoring the site for beneficial fish and wildlife habitat.

Riparian plant installation - Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

Riparian plant materials – The procurement of native vegetation used during Reveg-plant installation.

Road abandonment/decommissioning – Any work related to taking a road out of service to minimize or eliminate erosion impacts to a waterbody. Includes removing road signs, road pavement or surface, and/or replacing impervious surfaces with vegetation or gravel to prevent further erosion.

Sediment collection ponds – Man-made structures or excavations in or near waterways for the purpose of collecting sediment eroded from uplands or stream channels.

Signage – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

Site maintenance – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

ESTUARINE/MARINE NEARSHORE includes those items that affect or enhance fish habitat within the shoreline riparian zone or below the mean high water mark of the water body. Items include work conducted in or adjacent to the intertidal area and in subtidal areas. Items may include beach restoration, bulkhead removal, dike breaching, plant establishment/removal/management, and tide channel reconstruction.

Beach nourishment – The placement of appropriately sized, quantity, and composition of material for the restoration of naturally occurring nearshore/marine processes.

Bulkhead removal/reconstruction – Work related to removing human-made structures from the marine shoreline that were originally placed to prevent shoreline erosion and solidify and strengthen the shoreline profile. These structures, also known as bulkheads, can be made of wood, metal, rock, concrete, plastic, or other materials.

Clear and grub – The complete removal of living or dead standing or down vegetation through the use of mechanical means, fire and/or herbicides.

De-water/diversion dam– The use of structural or mechanical methods to remove, reduce, or redirect the flow of water in a stream as a means to facilitate the construction of a tide gate, culvert, bridge, or fish passage facility.

Derelict gear removal – The removal from the water of any unused or unclaimed man-made device used to net or trap fish.

Dike breaching/removal – The process of removing or breaking through all or part of a man-made dike to restore natural tidal exchange in an historical estuarine environment such as a river delta.

Erosion control – The use of structural methods to control the processes or group of processes whereby surface soil and rock is loosened, dissolved or worn away and moved from one place to another by natural processes.

Excavation – The physical or mechanical removal of soil, rock, wood, or debris from a specific site.

Flushing/partial passage – The removal of full or partial blockages to marine tidal water flushing.

Landfill/debris removal – The removal of upland refuse (garbage and other disposed materials) contained in a municipal landfill that is posing a threat to marine nearshore habitats and ecological processes.

Mobilization/demobilization – The process of creating a staging area and moving heavy equipment and mobile facilities to and from the project site before and after project implementation.

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Plant removal/control – The removal/control of non-native plant species within the nearshore/marine environment.

Riparian plant installation - Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

Riparian plant materials – The procurement of native vegetation used during Reveg-plant installation.

Road repair/asphalt– Any roadwork specifically related to repairing or maintaining water control or road safety and visibility on an existing road.

Shoreline restoration – Work related to improving the fish habitat of a marine beach area by encouraging natural, self-sustaining ecological processes. Work may include: removing contamination, removing structures, removing invasive or non-native vegetation, removing debris, enhancing beach substrate by adding natural materials (gravels, sand, etc), planting native vegetation, beach nourishment, re-grading beach profile, etc.

Signage – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

Site maintenance – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

Tidal channel reconstruction – The reconstruction/restoration of tidal channels historically removed from the confluence of a riverine delta and estuarine system.

Tide gate removal/improvements – The removal of tidegate(s) and the restoration of natural tidal flushing within the estuarine environment.

Traffic control – Any work related to managing vehicular travel in and around the work site during or after the project construction period (includes traffic signals). For example, traffic may need to be temporarily re-routed to avoid a construction area, or permanently re-routed.

ASSESSMENTS AND STUDIES - The results of proposed assessments must **DIRECTLY AND CLEARLY** lead to identification, siting, or design of habitat protection or restoration projects or fill a data gap that is identified as a priority in a lead entity strategy and is limiting project or strategy development. All elements of assessment projects proposed for SRFB funding must be directly applicable to defined project objectives and scale of data gap or assessment. **Assessments only intended for research purposes, stand-alone monitoring, or to further general knowledge and understanding of watershed conditions and function, although important, are not eligible for SRFB funding.**

Projects could include assessments in freshwater, estuarine, and nearshore environments. Assessment examples could include project feasibility and design studies; channel migration studies; reach-level assessments; and inventories such as barriers or unscreened water diversions. A feasibility study could include assessing the willingness of landowners to allow access to their land for a habitat restoration project or to consider selling a property interest. A reach-level assessment could include physical and biological elements to identify and prioritize restoration and protection projects.

Assessments must be closely coordinated with other assessments and data collection efforts in the watershed and with the appropriate federal, tribal, state, regional, and local organizations and landowners to prevent duplication and ensure the use of appropriate methods and protocols. To improve coordination, lead entities and applicants are encouraged to partner with each other. Assessments and studies must be completed within two years unless additional time is necessary and can be justified by the project sponsor. Project sponsors are encouraged to select assessments that can provide usable results within a two-year period.

To the extent feasible, the concepts and approaches outlined in *Guidance for Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, 2001) should be used to identify and support the need for the assessment and provide guidance for the design and implementation of the assessment. Applicants are asked to describe how their proposed assessment addresses the stages and elements in the Guidance document.

COMBINATION projects are projects that include both "Acquisition **and** Restoration" or "Acquisition **and** Non-Capital" (assessments and studies). All Restoration and Non-Capital application forms have a cost estimate sheet for listing any Acquisition items. This project category type allows for some creative, complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration in order to make the habitat suitable and productive to fish. Likewise, some potential acquisitions may need an initial assessment of the landowners' willingness to sell in order to identify and locate the most beneficial tracts of habitat.

Appendix B: Habitat Factors Definition

1. Biological Processes. This category addresses impacts to fish brought about by the introduction of exotic plants and animals and also from the loss of ocean-derived nutrients caused by a reduction in the amount of available salmon carcasses.

2. Channel Conditions. This category addresses in-stream habitat characteristics that are not adequately captured by another category, such as bank stability, pools, and large woody debris. Changes in these characteristics are often symptoms of impacts elsewhere in the watershed, which should also be identified in the appropriate category (sediment, riparian, etc.).

3. Estuarine and Near-shore Habitat. This category addresses habitat impacts that are unique to estuarine and near-shore environments. Estuarine habitat includes areas in and around the mouths of streams extending throughout the area of tidal influence on fresh water. These areas provide especially important rearing habitat and an opportunity for transition between fresh and salt water. Impacts include loss of habitat complexity due to filling, dikes, and channelization; and loss of tidal connectivity caused by tidegates. Near-shore habitat includes intertidal and shallow subtidal salt water areas adjacent to land that provide transportation and rearing habitat for adult and juvenile fish. Important features of these areas include eel grass, kelp beds, cover, large woody debris, and the availability of prey species. Impacts include bulkheads, overwater structures, filling, dredging, contaminated sediments, and alteration of longshore sediment processes.

4. Floodplain Conditions. Floodplains are relatively flat areas adjacent to larger streams and rivers that are periodically inundated during high flows. In a natural state, they allow for the lateral movement of the main channel and provide storage for flood waters, sediment, and large woody debris. Floodplains generally contain numerous sloughs, side channels, and other features that provide important spawning habitat, rearing habitat, and refugia during high flows. This category includes direct loss of aquatic habitat from human activities in floodplains (such as filling) and disconnection of main channels from floodplains with dikes, levees, and revetments. Disconnection can also result from channel incision caused by changes in hydrology or sediment inputs.

5. Lake Habitat. Lakes can provide important spawning and rearing for salmonids. This category includes impacts that are unique to lake environments, such as the construction of docks and piers, increases in aquatic vegetation, and the application of herbicides to control plant growth.

6. Loss of Access to Spawning and Rearing Habitat. This category includes culverts, tide gates, levees, dams, diversions, screens and other artificial structures that restrict access to spawning habitat for adult salmonids or rearing habitat for juveniles, or redirects adults or juveniles to unsafe downstream migration paths or other ill-suited habitat (irrigation canals, water delivery ditches, etc.). Additional factors considered are low stream flow or high temperature conditions that function as barriers during certain times of the year.

7. Riparian Conditions. Riparian areas include the land adjacent to streams, rivers, and near-shore environments that interacts with the aquatic environment. This category addresses factors that limit the ability of native riparian vegetation to provide shade, nutrients, bank stability, and a source for large woody debris. Riparian impacts include timber harvest, clearing for agriculture or restoration, construction of roads, dikes, or other structures, and direct access of livestock to stream channels.

Habitat Factors Definition continued

8. Streambed Sediment Conditions. Changes in the inputs of fine and coarse sediment to stream channels can have a broad range of effects on salmonid habitat. Increases in coarse sediment can create channel instability and reduce the frequency and volume of pools, while decreases can limit the availability of spawning gravel. Increases in fine sediment can fill in pools, decrease the survival rate of eggs deposited in the gravel, and lower the production of benthic invertebrates. This category addresses these and other sediment-related habitat impacts caused by human activities throughout a watershed. This includes increases in sediment input from landslides, roads, agricultural practices, construction activities, and bank erosion; decreases in gravel availability caused by dams and floodplain constrictions; and changes in sediment transport brought about by altered hydrology and reduction of large woody debris.

9. Water Quality. Water quality factors addressed by this category include stream temperature, dissolved oxygen, and toxics that directly affect salmonid production. Turbidity is also included, although the sources of sediment problems are addressed in the streambed sediment category. In some cases, fecal coliform problems are identified because they may serve as indicators of other impacts in a watershed, such as direct animal access to streams.

10. Water Quantity. Changes in flow conditions can have a variety of effects on salmonid habitat. Decreased low flows can reduce the availability of summer rearing habitat and contribute to temperature and access problems, while increased peak flows can scour or fill spawning nests. Other alterations to seasonal hydrology can strand fish or limit the availability of habitat at various life stages. All types of hydrologic changes can alter channel and floodplain complexity. This category addresses changes in flow conditions brought about by water withdrawals, the presence of roads and impervious surfaces, the operation of dams and diversions, alteration of floodplains and wetlands, and a variety of land use practices.

Appendix C: Valuing Donations, Corrections Labor

Introduction

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- All donations must be an integral and necessary part of an approved project.
- The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- All donations must be documented for reimbursement purposes.
- Except for cash, all donations must be in one of the following categories.
- Portions of a donation **not** used as a match may **not** be carried over to another project.

Donated Equipment

1. Definition–The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
   a. Through publications that provide the national or regional average rates for construction equipment, or
   b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information to support the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than $200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a "per mile" cost not to exceed the federal rate.
8. Stock shall be valued at no more than $45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.

Donated Labor

1. Definitions:
   a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
   b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.

2. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. The maximum unskilled labor can be valued at is the lower of the statewide mean wage for Landscaping and Grounds-Keeping Workers" as determined by the Employment Security Department (ESD) or the IAC $11.00 per hour rate for 2004.
4. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting http://www.wa.gov/esd/employment.htm.
5. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information to support the recommended wage.
6. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site.
7. A volunteer's travel time is not considered a donation if they are reimbursed for their mileage/transportation costs.
8. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements) that would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donation terms.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, restoration, or planning costs to be met by IAC.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust organization and/or party for match in another project.

Donated Materials	1. Definition—Materials provided to the project applicant for no cost. 2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.
Corrections Labor	1. Definition—Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time. 2. Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation. *Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of $22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim $21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.*

Appendix D: WDFW Fish Passage, Screening, & Inventory Information

WDFW, Habitat Program, Environmental Restoration Division staff are available to provide technical assistance to applicants for the design and development of barrier correction and screening projects. The Habitat Program provides design standards and performs technical review of fish passage and other habitat restoration and development projects. This technical review is required for approval through the Hydraulic Project Approval (HPA) process and is especially critical for fish passage and screening projects. Additional information is available on the WDFW Web page at: http://www.wdfw.wa.gov/hab/engineer/habeng.htm#upstrm

Project Applicants are encouraged to utilize the WDFW Priority Index (PI) system. It provides a standardized methodology for the assessment and prioritization of fish passage barriers and water diversion screens. To assist applicants in developing the PI, WDFW has developed the *Fish Passage Barrier and Screening Assessment and Prioritization Manual*. Additional information is available on the WDFW Web page at: http://www.wdfw.wa.gov/hab/engineer/fishbarr.htm. The staff contact is Dave Caudill at (360) 902-2486 (e-mail Caudidsc@dfw.wa.gov).

Fish Passage Projects: All fish passage projects must meet state fish passage criteria. The WDFW has developed *Fish Passage Design at Road Culverts Manual* to guide in the implementation of fish passage projects. WDFW has also developed a Fish Passage Data Design Form that is included in the application materials and is available electronically on the IAC/SRFB web site at http://www.iac.wa.gov/srfb/docs.htm. The WDFW staff contact is Pat Powers (360) 902-2546 (e-mail Powerpdp@dfw.wa.gov).

Screening Projects: All screening projects must meet state fish screening criteria. The WDFW has developed the draft guidelines for fish screens. This is available at: http://www.wdfw.wa.gov/hab/engineer/fishscrn.htm
The WDFW staff contact is Pat Schille at (509) 575-2735 (e-mail schilpcs@dfw.wa.gov).

Inventory Projects: WDFW has an established protocol for fish passage barrier and screening inventories, which should be followed. The protocol can be found in the *Fish Passage Barrier and Screening Assessment and Prioritization Manual* available on the WDFW Web page at: http://www.wdfw.wa.gov/hab/engineer/fishbarr.htm. This manual also contains the data requirements for the statewide fish passage and screening database housed at WDFW. WDFW can also provide training and technical assistance to inventory groups. The WDFW staff contact is Dave Caudill at (360) 902-2486 (e-mail caudidsc@dfw.wa.gov).

Appendix E: Assessment Guidelines

Much watershed assessment work has already been done around the state, including Limiting Factors Analysis, watershed analysis under the Watershed Planning Act, sub-basin analysis, barrier inventories, and the like. However, the amount of information resulting from these assessments varies considerably from watershed to watershed, and often the assessments are not coordinated and are focused on identifying symptoms (degraded habitat conditions) rather than diagnosing the causes of those conditions (impacts on habitat forming processes). The *Guidance on Watershed Assessment for Salmon* provides a framework that brings together different assessment work, aligns the information available with different types of projects, and guides future assessment work. A consistent approach should help ensure a greater likelihood that salmon habitat recovery projects will have the highest potential for long-term success.

The *Guidance* was developed by an interdisciplinary technical workgroup under the direction of the Governor's Salmon Recovery Office (GSRO), with participation from the National Marine Fisheries Service, U.S. Fish and Wildlife Service, a tribal representative, and others. The agencies of the Joint Natural Resources Cabinet have endorsed the *Guidance* for use by the state. The National Marine Fisheries Service and U.S. Fish and Wildlife Service strongly support the *Guidance* to help ensure funding decisions carry the highest potential for long-term success.

The *Guidance* is intended to help project implementers, watershed groups, lead entities, agencies, and others understand what kinds of information are needed to support decisions identifying, prioritizing, siting, and sequencing habitat protection and restoration projects. It is also intended to assist in determining the adequacy of current assessment information, identifying areas that need additional data, and guiding the scope of those assessments. The guidance also assists in determining assessment information that is needed to support development of watershed, sub-basin, and regional salmon recovery plans. Finally, it identifies considerations that will increase benefits to salmon for each project category.

The *Guidance* is not:

- a manual explaining how to do assessments
- regulatory – however, its developers recommend that funding organizations and state agencies adopt the *Guidance* as part of their programs and processes;
- "final" –the *Guidance* can be revisited to see what might need to be changed based on the actual experience of users.

The *Guidance* organizes assessments in "stages" around three key questions:

1. What habitat conditions are limiting salmon production?
2. What processes or land uses are causing the habitat conditions?
3. What linkages exist between salmon and habitat conditions?

Answering these questions requires progressively more data and a higher level of analysis but results in greater certainty that habitat protection and restoration actions will produce the greatest benefits to salmon habitat and will have the highest probability of being successful.

The SRFB endorses use of this *Guidance* by sponsors of assessment projects and by lead entities developing strategies and establishing project priorities. Assessment project applicants in the Fifth Round Grant Cycle will be asked to describe how the proposed assessment addresses the stages and elements in the *Guidance.*

The full document can be located on the Governor's Salmon Recovery Office web page: http://www.governor.wa.gov/gsro/default.htm.

Appendix F: Project Partner Contribution Form

Project Partner:

Partner Address:

Contact Person

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Description of contribution to project:

Estimated value to be contributed: $_____

_____ _____

Partner's signature **Date**

Appendix G: Landowner Willingness Form

Landowner Information:

Name of Landowner:

Landowner Contact Information:

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Property Address or Location:

I certify that _____ is the legal owner of property described in this grant
(landowner or organization)
application to the Salmon Recovery Funding Board (SRFB). I am aware the project is being proposed on said property. My signature authorizes the applicant listed below to seek funding for project implementation, however, does not represent authorization of project implementation.

_____ _____

Landowner Signature **Date**

Project Applicant Information

Project Name:

Project Applicant Contact Information:

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Lead Entity Organization:

Appendix H: Landowner Agreement

A sponsor must obtain a landowner agreement when a project is occurring on land not owned, or otherwise controlled, by the sponsor for salmon recovery projects. The SRFB has developed a landowner owner agreement or a sponsor may use their own landowner agreement, however it must contain the following elements:

- Start and end date. The agreement must be in effect for ten (10) years from the start of the project
- Landowner name and address
- Grantee name and address
- Purpose of the landowner agreement
- Grantee Responsibilities
- Landowner responsibilities
- Change in ownership notification
- Signatures of landowner and grantee

Provide a copy of the landowner agreement to the SRFB.

A copy of the SRFB landowner agreement is located on the agency web page at: http://www.iac.wa.gov/srfb/docs.htm

Appendix I: Lead Entity List/SRFB Staff Assignments

Lead Entity Name	WRIAs Covered	Lead Entity Contact	Lead Entity Phone #	SRFB Staff Name
Chelan County	40*, 45, 46, 47	Jennifer Jerabek	509 667-6346	Barb McIntosh
Colville Tribe	49	Keith Wolf	425 788-3402	Barb McIntosh
Foster Creek Conservation District	44, 50	Britt Dudek	509 745-8362 x109	Barb McIntosh
Grays Harbor County	22, 23	Lee Napier	360 249-4222	Brian Abbott
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Jay Watson	360 765-4780	Mike Ramsey
Island County	6	Kim Bredensteiner	360 240-5543	Tara Galuska
King County	8	Jane Lamensdorf-Bucher	206 296-1907	Mike Ramsey
King County	9	Jennifer Rice	206 296-8302	Mike Ramsey
Kitsap County	15*	Monica Daniels	360 337-4679	Mike Ramsey
Klickitat County	29*, 30	Dave McClure	509 773-2481	Barb McIntosh
Lower Columbia Fish Recovery Board	25, 26, 27, 28, 29*	Jeff Breckel	360 425-1553	Barb McIntosh
Mason Conservation District	14*	Amy Hatch-Winecka	360 427-9436	Brian Abbott
Nisqually River Salmon Recovery	11	Dave Troutt	360 438-8687	Brian Abbott
North Olympic Peninsula	17*, 18, 19, 20	Selinda Barkhuis	360 417-2430	Mike Ramsey
Okanogan County	48	Julie Dagnon	509 422-7370	Barb McIntosh
Pacific County	24	Michael Johnson	360 875-9424	Brian Abbott
Pend Oreille Conservation District	62	Scott Jungblom	509 477-4217	Tara Galuska
Pierce County	10, 12	Roy Huberd	253 798-6793	Brian Abbott
Quinault Nation	21	John Sims	360 288-2435	Brian Abbott
San Juan Conservation District	2	David Hoopes	360 378-6621	Marc Duboiski
Skagit Watershed Council	3, 4	Shirley Solomon	360 419-9326	Marc Duboiski
Snake River Salmon Recovery Board	32, 33*, 35	Brad Johnson	509 758-8012	Tara Galuska
Snohomish County	7	Martha Neuman	425 388-3464 x4657	Tara Galuska
Stillaguamish	5	Aaron Waller Pat Stevenson	425 388-3464 x4655 425 435-2755 x27	Tara Galuska
Thurston Conservation District	13	Amy Hatch-Winecka	360 754-3588 x103	Brian Abbott
Whatcom County	1	John Thompson	360 676-6876	Marc Duboiski
Yakima River Basin Salmon Recovery Board	37, 38*, 39	Frank Sweet	509 698-7333	Marc Duboiski

* Indicates a partial WRIA

For questions regarding the lead entity designations
contact Kristi Lynett at 360 902-2237 (email lynetksl@dfw.wa.gov).

Appendix J: WDFW Watershed Stewardship Team

LE Coverage	Stewardship Contact	Stewardship phone
Chelan County	Mark Cookson	509 826-0079
Colville Tribe	Mark Cookson	509 826-0079
Foster Creek Conservation District	Mark Cookson	509 826-0079
Grays Harbor County (WRIA 22)	Chad Stussy	360 902-8304
Grays Harbor County (WRIA 23)	Chad Stussy	360 902-8304
Hood Canal Coordinating Council	Randy Johnson	360 417-3301
Island County	Steve Seymour	360 676-2003
King County 8	Kirk Lakey	425 649-7088
King County 9	Kirk Lakey	425 649-7088
Kitsap County	Doris Small	360 895-4756
Klickitat County	Richard Visser	509 457-9308
Lower Columbia Fish Recovery Board	Donna Hale	360 906-6738
Mason Conservation District	Chad Stussy	360 902-8304
Nisqually River Salmon Recovery	Bob Burkle	360 249-1217
North Olympic Peninsula LE	Randy Johnson	360 417-3301
Okanogan County	Mark Cookson	509 826-0079
Pacific County	Anne Shaffer	360 457-2634
Pend Oreille Conservation District	Sandra Lembcke	509 684-2031
Pierce County LE	Bob Burkle	360 249-1217
Quinault Nation	Anne Shaffer	360 457-2634
San Juan Conservation District	Steve Seymour	360 676-2003
Skagit Watershed Council	Bob Warinner	360 466-4345 x252
Snake River Salmon Recovery Board	Mark Wachtel	509 527-4140
Snohomish County	Mike Chamblin	425 379-2304
Stillaguamish	Mike Chamblin	425 379-2304
Thurston Conservation District	Chad Stussy	360 902-8304
Whatcom County LE	Steve Seymour	360 676-2003
Yakima River Basin Salmon Recovery Board	Richard Visser	509 457-9308

For questions regarding the Watershed Stewardship Team
contact Randy Carman at 360 902-2415.

Appendix K: DOE 2514 Planning Staff

WRIA Name & Planning Scope	*Grant recipient / Lead Agency*	*WRIA*	*Watershed Lead*	*Phone Number*
Nooksack	Whatcom County	1	Jim Bucknell	(360) 738-6244
San Juan	San Juan County	2	Rod Sakrison	(425) 649-4447
Lower/Upper Skagit -Samish	Skagit Council of Govts	3/4	Rod Sakrison	(425) 649-4447
Island	Island County	6	Geoff Tallent	(425) 649-4318
Snohomish	City of Everett/Tulalip Tribe	7	Geoff Tallent	(425) 649-4318
Nisqually	Nisqually Indian Tribe	11	Steve Craig	(360) 407-6784
Chambers-Clover	Tacoma-Pierce County Health	12	Bob Duffy	(360) 407-0239
Deschutes	Thurston County	13	Steve Craig	(360) 407-6784
Kennedy-Goldsborough	Mason County	14	Phil Wiatrak	(360) 407-6652
Kitsap	Kitsap County	15	Geoff Tallent	(425) 649-4318
Skokomish-Dosewallips	Mason County	16	Phil Wiatrak	(360) 407-6652
Quilcene-Snow	Jefferson County	17	Phil Wiatrak	(360) 407-6652
Elwha-Dungeness	Clallam County	18	Cynthia Nelson	(360) 407-0276
Lyre-Hoko/Soleduck-Hoh	Clallam County	19/20	Bob Duffy	(360) 407-0239
Lower/Upper Chehalis	Grays Harbor County	22/23	Kahle Jennings	(360) 407-6310
Grays-Elokoman/Cowlitz	Lower Columbia Fish Recovery Board	25/26	Scott McKinney	(360) 407-7297
Lewis/Salmon-Washougal	Lower Columbia Fish Recovery Board	27/28	Scott McKinney	(360) 407-7297
Wind-White-Salmon	Skamania County	29	Scott McKinney	(360) 407-7297
Klickitat	Klickitat County	30	Greg Schuler	(509) 454-3619
Rock Glade	Klickitat County	31	Greg Schuler	(509) 454-3619
Walla Walla	Walla Walla County	32	Victoria Leuba	(509) 329-3578
Palouse	Palouse CD	34	Doug Allen	(509) 329-3600
Middle Snake	Asotin County PUD	35	Victoria Leuba	(509) 329-3578
Lower Yakima/Naches/Upper Yakima	Tri-County Water Resource Council	37/38/39	Greg Schuler	(509) 454-3619
Upper Crab-Wilson	Lincoln County	43	Doug Allen	(509) 329-3600
Moses Coulee/Foster Creek	Foster Creek CD	44/50	John Stormon	(509) 997-1363
Wenatchee	Chelan County	45	John Monahan	(509) 457-7112
Entiat	Chelan County CD	46	John Monahan	(509) 457-7112
Methow	Okanogan County	48	John Stormon	(509) 997-1363
Little/Middle Spokane	Spokane County	55/57	Doug Allen	(509) 329-3600
Hangman	Spokane County CD	56	Doug Allen	(509) 329-3600
Colville	Stevens County CD	59	Mimi Wainwright	(509) 329-3419
Kettle	Ferry County	60	Mimi Wainwright	(509) 329-3419
Pend Oreille	Pend Oreille CD	62	Mimi Wainwright	(509) 329-3419

Appendix L: PRISM Information

What is PRoject Information SysteM (PRISM)?

PRISM is a comprehensive, automated Grant Management System, designed and developed for the Interagency Committee for Outdoor Recreation (IAC), to be used by applicants and sponsors. All facets of the grant process have been automated. The automation begins with on-line grant applications, assists grant evaluations, produces contract documents, management reports, compliance inspections, billing and concludes with the grant closeout phase.

How Does PRISM Help Our Applicants/Sponsors?

- Submit and modify grant application on-line
- View status of application, contract and billings
- Print reports (such as the Project Summary, Evaluation Results)
- View other applicant projects for cost estimates and local/state coordination
- Access evaluation results, committee action and meeting schedules
- Download reports to Word and Excel to meet your organization's reporting needs
- Review data with grant managers from remote sites
- Calculates costs accurately

What Do You Need To Be Up and Running on PRISM?

Minimum Hardware Requirements:

- 486/66 CPU
- 16 meg Ram
- 30 meg Hard Drive Space
- Mouse
- Standard VGA Monitor

Minimum Software Requirements:

- Windows 95, 98, NT 4.0 workstation/ server, or 2000 professional/server
- Connection to an Internet Service Provider (ISP)
- PRISM software

How Can I Obtain Information on PRISM?

- Access Agency Web page at: http://www.iac.wa.gov/oiac/prism.htm
- Download PRISM software to your computer, per instructions
- Request a Logon and Password via E-mail
- Access PRISM from your computer
- Use on-line help for navigating in PRISM

Contact Karen McDonald at (360) 902-3018 (KarenM@iac.wa.gov) or Bob Euliss at (360) 902-3015 (BobE@iac.wa.gov) if you have any questions with PRISM.

PRISM ACCESS REQUEST FORM

*PRISM USER INFORMATION

Title: ☐ Mr. ☐ Ms. ☐ Dr. Recreation Project: ☐ Salmon Project: ☐

First Name:

Last Name:

Work Site Street Address:

City:

State / Zip Code:

Work Phone:

Work Fax:

Work E-Mail:

Job Title:

*ORGANIZATION INFORMATION

Organization User is Representing:

Organization Type:

Organization Street Address (if different than above):

Organization City:

Organization State / Zip:

Organization Phone Number:

VERIFICATION INFORMATION

Supervisor's Name:

Supervisor's Phone:

Supervisor's e-mail:

Comments:

IAC STAFF USE ONLY

Date Received:	IAC/SRFB Project Manager:

Send completed form to: Bob Euliss, IT Specialist
Interagency Committee for Outdoor Recreation
PO Box 40917
Olympia, Washington 98504-0917

*The information you enter here will be used to create an account for you in PRISM. Some information, such as your name, work phone, work fax, and organization will be available to the general public via the PRISM application. Please read our Privacy Statement at www.iac.wa.gov/privacy.htm.